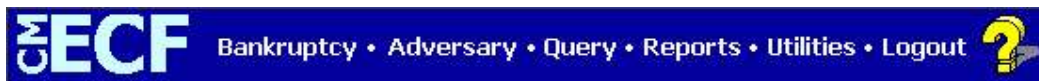


This process shows the steps and screens required for an external user to complete the filing of an Amendment to schedules, including those that add creditors, in CM/ECF.

NOTE: This Court prefers that amendments adding creditors be filed in the following manner:

- Amendment detailing complete name/address information of creditor(s)
- File separate Certificate of Service showing service of first meeting notice to added creditor(s)
- DO NOT re-submit schedule(s) affected by the amendment

Step 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.



Step 2 - The BANKRUPTCY EVENTS screen displays.



Click on Other hyperlink.

For further information on each of these categories, click the (Help) icon.

Step 3 - The CASE NUMBER screen displays.

Miscellaneous

Case Number	
<input type="text" value="06-50103"/>	99-12345, 1-99-bk-12345 or 1-99-bk-12345
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Enter the case number for the appropriate case.
Click the [Next] button.

Step 4 - The EVENTS screen displays.

Miscellaneous

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: jdww

Case Flag: DebtEd, CMAACMP

20 Largest Unsecured Creditors	▲
Affidavit	
Amended Document	
Amended Schedules	
Auditors Report	
BPP Disclosure Notice to Debtors - Form 19B	
Balance Sheet	
Brief	▼

<input type="button" value="Next"/>	<input type="button" value="Clear"/>
-------------------------------------	--------------------------------------

Select the desired event, for this example, "Amended Schedules" from the list of events.

Click the [Next] button.

NOTE: Type the first letter (A for Amended) and the highlight bar will immediately select the first entry beginning with A.

Step 5 - The SELECT PARTY screen displays.

Miscellaneous:

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: jdww	Case Flag: DebtEd, CMA, CMP

Select the Party:

Strickland, Lester Willis [Debtor]	Add/Create New Party
Strickland, May Emerald [Debtor]	

Select the party that the filing attorney is representing from the list.

If the correct party does not appear in the drop down box, click Add/Create New Party and complete the information. For more detailed information about adding parties, see section on Adding a Party for instructions.

Click the [Next] button.

The ASSOCIATION screen appears next only in the case of first time attorney/party associations in a case.

Click the box to show the association between the party and the attorney filer

Click the [Next] button.

Step 6 - The SELECT PDF screen displays.

Miscellaneous:

[06-50103 Lester Willis Strickland and May Emerald Strickland](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: jdw	Case Flag: DebtEd, CMACMP

Select the pdf document (for example: CM199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see section on Attaching PDF Files for instructions.

Click the [Next] button.

Step 7 - The SCHEDULES screen displays.

[06-50103 Lester Willis Strickland and May Emerald Strickland](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdw	Assets: n	Case Flag: DebtEd, CMACMP

Which Schedules?

In the field provided, specify the schedule(s) affected by the amendment.

Click the [Next] button.

Step 8 - The CERTIFICATION screen displays.

Miscellaneous:

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: jdw

Case Flag: DebtEd, CMACMP

ARE YOU ADDING CREDITORS, DELETING CREDITORS, CHANGING THE AMOUNT SPECIFIED AS BEING OWED TO A CREDITOR OR CHANGING THE CLASSIFICATION OF A DEBT?

SELECT NO TO CERTIFY THAT YOU ARE NOT

SELECT YES IF YOU ARE

Yes ▾

Next

Clear

Make a selection from the drop down list (Yes/No) regarding whether you are adding creditors, deleting creditors, changing the amount specified as being owed to a creditor or changing the classification of a debt.

Click the [Next] button.

Step 9 - The DESCRIPTION screen displays.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdw

Assets: n

Case Flag: DebtEd, CMACMP

Enter one of the following to describe the action you are taking: ADDING CREDITORS or DELETING CREDITORS or CHANGING AMOUNT OWED or CHANGING CLASSIFICATION

adding creditors Discover

If you are ADDING CREDITORS, please go to the NEXT PAGE to enter their names and addresses. By-pass that : you are not adding creditors.

Next

Clear

Describe the action you are taking in the field provided. If creditors are being added, specify the names of the creditors being added.

Click the [Next] button.

Step 10 - The ADD CREDITOR screen displays.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd, CMAACMP

Add Creditor(s)

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Discover Card Services
P. O. Box 8899888
Columbus, OH 388988

Robins Federal Credit Union
P. O. Box 19880

Creditor type Creditor

Creditor committee ☒ No ☐ Yes

You may type creditor name/address information for each creditor being added in the text box provided. Alternatively, you may copy/paste multiple address records (up to 10 at a time) in the text box. Multiple creditor address records must be separated by a blank space.

Click the [Next] button.

Step 11 - A VERIFICATION screen appears.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd, CMAACMP

Click the [Next] button.

Step 12 - The FEE screen displays.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd, CMAACMP

Leave Receipt Number Blank if you are paying over the Internet or Enter O for Other Payment.

Enter NFR in receipt field ONLY if amendment is filed within 15 days of a conversion.

Receipt #: Fee: \$26

Next

Clear

Leave receipt # field blank and Click next if you will be paying the filing fee via the internet (www.pay.gov). If no fee is due for this amendment, enter NFR in the receipt # field.

Step 13 - The VERIFICATION screen displays.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd, CMAACMP

Next

Clear

Click the [Next] button.

Step 14 - The FINAL TEXT screen appears.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdw	Assets: n	Case Flag: DebtEd, CMACMP

Docket Text: Final Text

Amended Schedules F adding creditors Discover Card, Robins Federal Credit Union Fee Amount \$26 filed by Lester Willis Strickland, May Emerald Strickland (Attorney, Ann)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Verify text input. If incorrect, click the browser Back button to make corrections. This will be the last opportunity to modify this submission.

If OK Click the [Next] button.

Step 14 - PAYMENT SCREEN IS DISPLAYED. You may have an opportunity to pay the filing fee now or click on “Pay Later” if you wish to pay this filing fee along with any other filing fees at the end of the day. See section on How To Pay Filing Fees Using “www.pay.gov” for details on how this court will.

Step 15 - The NOTICE OF ELECTRONIC FILING screen displays.

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdw	Assets: n	Case Flag: DebtEd, CMACMP

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from Attorney, Ann entered on 9/7/2006 at 4:16 PM EDT and filed on 9/7/2006

Case Name: Lester Willis Strickland and May Emerald Strickland

Case Number: 06-50103

Document Number: 4

Docket Text: